

**IDAHO BOARD OF ACUPUNCTURE**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 1/11/2019**

**BOARD MEMBERS PRESENT:** Charles W Raymond - Chair  
Gretchen A Huettig  
Marlene F Strong  
John Downey

**BOARD MEMBERS ABSENT:** Ethan S Fisher

**BUREAU STAFF:** Kelley Packer, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Maurie Ellsworth, General Counsel  
Rob McQuade, Legal Counsel  
Debbie Toncray, Technical Records Specialist II

The meeting was called to order at 1:00 PM MST by Charles W Raymond.

**INTRODUCTIONS**

Ms. Packer was introduced to the Board members as the new Bureau Chief.  
Mr. McQuade was introduced to the Board members as the Bureau's new legal counsel.

**APPROVAL OF MINUTES**

Ms. Strong made a motion to approve the minutes of 10/12/2018. It was seconded by Ms. Huettig. Motion carried.

**LEGISLATIVE REPORT**

Ms. Packer said that the Board's proposed rules will be heard in the House Health & Welfare Committee on January 16, 2019. She said that the Bureau will continue to monitor the legislative session and let the Board know of information that is pertinent to the Board.

**INTERIM COMMITTEE: OCCUPATIONAL LICENSING & CERTIFICATION LAWS COMMITTEE**

Ms. Eavenson provided an overview regarding occupational licensing and the role and timing of the service of the Interim Committee, which held its final meeting on November 26, 2018. She said the Interim Committee was authorized to go through

the end of November 2018, and it proposed legislation to continue its work in 2019, and made a recommendation in that legislation to look at endorsement. She said the Interim Committee had previously voted to become a part of the National Conference of State Legislatures (NCSL) Occupational Licensing Learning Consortium. Ms. Eavenson said she attended the NCSL meeting held in Florida at the end of November 2019, along with Senator Todd Lakey, Senator Lori Den Hartog, and Representative Gayann DeMordaunt. Ms. Eavenson said that discussion was held regarding licensing and certification laws specifically related to nationwide alignment of licensure by endorsement with greater emphasis on military service members and their spouses. Ms. Eavenson stated that Governor Brad Little has convened a working group to review agency Executive Order Reports in greater depth. She said that the Bureau will update Board members as new information becomes available.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$83,927.72 as of 12/31/2018.

## **OLD BUSINESS**

The Board reviewed the To Do List and no action was taken.

## **SUBCOMMITTEE REPORT – IDAHO CODE § 54-4709**

The Board reviewed the information from the Board Chair regarding laws from surrounding states such as Oregon, Washington and Nevada regarding licensure by endorsement and having a suspended or revoked license in another state. Ms. Strong made a motion to authorize Ms. Huettig and Mr. McQuade to work with the Board Chair on this subcommittee. It was seconded by Dr. Downey. Motion carried.

## **NEW BUSINESS**

### **DISCUSSION: TERMINATION OF APPLICATION LETTERS**

Ms. Toncray discussed the time limit other Boards have for keeping applications on file and the fact that the Board of Acupuncture does not have a law or rule for this. Mr. Ellsworth recommended that the Board add this issue to the charge of the subcommittee. Ms. Strong made a motion to add the creation of a termination of application letter within the rules to the work list of the subcommittee. It was seconded by Ms. Huettig. Motion carried.

## **EXECUTIVE SESSION**

Ms. Strong made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Ms. Huettig. The vote was: Mr.

Raymond, aye; Ms. Huettig, aye; Ms. Strong, aye; and Dr. Downey, aye. Motion carried.

Ms. Strong made a motion to come out of executive session. It was seconded by Ms. Huettig. The vote was: Mr. Raymond, aye; Ms. Huettig, aye; Ms. Strong, aye; and Dr. Downey, aye. Motion carried.

## **CE COURSES**

The Board reviewed and approved the following CE course:

### **2018 ANNUAL CONFERENCE**

IDAHO AFFILIATE OF THE AMERICAN COLLEGE OF NURSE-MIDWIVES

## **CE AUDITS AND CE FOR REINSTATEMENT**

The Board reviewed the CE audits and CE for reinstatement. Ms. Huettig made a motion to approve a waiver of CE for one of the CE audits. It was seconded by Ms. Strong. Motion carried. Ms. Huettig made a motion to approve a waiver and inactive licensure for another of the CE audits. It was seconded by Ms. Strong. Motion carried.

**NEXT MEETING** was scheduled for April 26, 2019, at 1:00 PM MDT.

## **ADJOURNMENT**

Ms. Huettig made a motion to adjourn the meeting at 2:34 PM MST. It was seconded by Ms. Strong. Motion carried.

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Charles W Raymond, Chair

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Gretchen A Huettig

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Marlene F Strong

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John Downey

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Ethan S Fisher

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Kelley Packer, Bureau Chief